

Degree Audit Transcript

Slide 1: Do you know what courses you need to take next semester? Are you unsure whether a course you want to take is part of your degree requirements? To answer these questions, I would like to welcome you to a brief tutorial on using Degree Audit.

The degree audit is a tool to help you determine what classes you have taken, what classes you need to take, and any pre- or co-requisites that may be required.

Slide 2: To locate your degree audit, go to my.baker.edu and click Sign In

Slide 3: Click on **Students** in the upper left-hand corner of your screen.

Slide 4: From the menu, scroll to *Academic Services* and then scroll over to the information located under the Course Information heading. Click the *Degree Audit* link.

Slide 5: Here you will see a quick view of the program Requirements Summary. Your degree audit is broken down into sections. This is a summary of overall required courses in General Education, your Major courses, and any non-applied coursework (if applicable). This Requirements Summary is a quick review for knowing which sections you have completed or have not completed. A green check mark (MET) indicates completion of a section and a red X (NOT MET) indicates a section you have not yet completed.

Below the Requirements Summary Table, click on the *View All Details* link.

Slide 6: Here you will see your personal information, credits earned, overall GPA, last term GPA, and probation status. You will also see your declared Major, your assigned advisor, and the Requirements Summary table that is broken down into sections: GEN ED, Primary AIM, which are courses needed for your program major, and Non-Applied Coursework.

To see more detailed information that will help you decide on which courses to register for, click on the link *Degree Audit and Advising Worksheet* to download a PDF of your audit

Slide 7: The report is broken down into sections: *GEN ED* and *Primary AIM* (major courses)

This example details the courses that have been completed, still need to be completed, and transfer credits accepted from another college.

Some of you may see a pre-requisite, which is a class that is required to complete before you can take other classes. Co- requisites are classes that need to be taken at the same time.

Slide 8: In this example, you will see there are several Cardiac Sonography courses that still need to be completed, one course that has been completed, and two courses in progress.

Each section (Gen Ed and Primary) details the overall required hours needed to complete the degree.

This example also shows there are 15 hours needed for the Gen Ed portion of the degree in which 12 credit hours have already been earned in this category (see previous slide).

There are 58 credit hours needed to complete the primary major courses and 2 hours have already been earned.

Slide 9:

The Degree Audit also contains a code key:

- A Green check mark is MET
- A Red X is NOT MET
- A Gray box with a red X is an unapproved alteration or course substitution has been applied
- A Gray box with a green check mark is an approved alteration or course substitution that has been applied
- A Red circle with an exclamation mark indicates that a hold will prevent the student from registering for classes
- A Yellow circle means course is in progress
- A Yellow circle with an R in the middle means the course is being repeated
- A Yellow rectangle with a green arrow pointing to the right represents a cumulative course
- The word RED in capital letters means requirement has been completed unsatisfactorily (UN)
- The word BLUE in capital letters means a transfer course work (TR)

Slide 10: If you have any questions regarding your degree requirements and what course to register for, please contact your Academic Advisor.